



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, 673D AIR BASE WING
JOINT BASE ELMENDORF-RICHARDSON, ALASKA

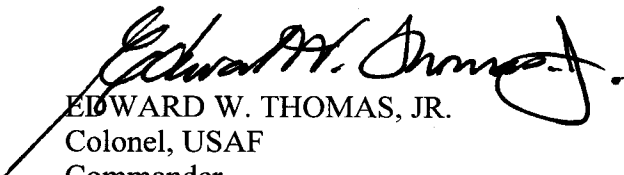
15 November 2011

MEMORANDUM FOR ALL UNIT COMMANDERS

FROM: 673 MSG/CC

SUBJECT: Essential Station Messing (ESM) Basic Allowance for Subsistence (BAS) Policy

1. The intent of this policy letter is to ensure that all personnel understand their roles and responsibilities within the ESM/BAS program.
 2. Upon in-processing, the Military Personnel Section (MPS) will instruct all enlisted members assigned to single government quarters to report to the 673 FSS/FSVF, Food Services Accountant, located at Building 8124, Doolittle Avenue within three (3) duty days to initiate or change their ration status.
 3. Once their ESM status has changed, members will:
 - Within three (3) duty days, initiate an AF Form 220, Request, Authorization, and Pay Order BAS, to reflect the change
 - Then submit a copy to the 673 FSS/FSVF, Food Services Accountant, to be updated in the Food Service Management System
- 673 FSS/FSVF will then submit the signed AF Form 220, along with a completed AF Form 1373, MPO Document Control Log-Transmittal to 673 CPTS/FMF for final processing and maintain a copy to validate against the ESM roster.
4. IAW AFMAN 65-116V 2, the MSG/CC may authorize full BAS without deduction for Airmen permanently assigned to single government quarters who cannot utilize the dining facility for at least 80 percent of their meals on a regular basis. For example, based on a 30-day month, if an Airman routinely misses more than 18 meals, or 20% per month, then the commander may allow BSA without deductions. In this case, 673 FSS/FSVF will submit the AF Form 220 to the MSG/CC for approval. The MSG/CCEA will submit the approved AF Form 220, along with a completed AF Form 1373, MPO Document Control Log-Transmittal, to 673 CPTS/FMF for final processing.
 5. Commanders' oversight of this program is critical to ensure its integrity. Should you or your designated representative have any questions, please contact 673 FSS/FSVF at 552-2732.


EDWARD W. THOMAS, JR.
Colonel, USAF
Commander